



**THE CENTER FOR HEALTH CARE  
SERVICES**

**REQUEST FOR PROPOSAL  
("RFP")  
(RFP-2023-016)  
for  
Facilities Maintenance Services**

Release Date: 09/07/2023  
Proposals Due: 10/11/2023

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### **003 - BACKGROUND**

The Bexar County Board of Trustees for Mental Health Mental Retardation Services d/b/a The Center for Health Care Services ("CENTER") is a 1000+ employee, multi-facility community mental health and mental retardation Center created under the authority of Section 534.001 of the Texas Health and Safety Code by its sponsoring agencies, Bexar County and the Bexar County Hospital District d/b/a the University Health System. The CENTER has been providing services to Bexar County residents experiencing mental health, intellectual developmental disabilities and/or substance abuse issues for over fifty years and is the Texas Health and Human Services Commission-designated Local Mental Health Authority for Bexar County, Texas. The CENTER is considered a quasi-governmental entity, a political subdivision of the state of Texas, but is not a Texas state agency. The CENTER'S administrative offices are located at 6800 Park Ten Blvd. Suite 200-S, San Antonio, Texas 78213.

## 004 - SCOPE OF SERVICES

### GENERAL INFORMATION

1. **SCOPE OF WORK.** The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform, and shall perform all operations, maintenance, repair functions for facilities as defined in this performance work statement (PWS) at the Center for Health Care Services ("Center"). Work shall be performed, and documentation shall be maintained to the standards set forth in this contract, the NFPA, The Joint Commission (TJC), and all other applicable codes and regulations to ensure full compliance.

1.1. **Facilities to be maintained** under the contract are identified in Technical Exhibit TE-1.0. All facilities shall receive scheduled (preventative and corrective) maintenance in accordance with PWS.

1.2. **Equipment to be maintained** under this task order will be viewed during walk through of buildings. Walk through will be discussed/scheduled during the pre-submittal conference.

1.3. **Technical Exhibits.** The following Technical Exhibits (TE) are included as part of this PWS:

<u>TE NO.</u>	<u>TE TITLE</u>
TE-1.0	List of Facilities

2. **CONTRACTOR PERSONNEL.** The contractor personnel shall have knowledge of codes, standards, directives, and criteria governing the operation, maintenance and repair of medical treatment facilities, including, The Joint Commission (TJC) as applicable, National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and other applicable Federal, State, and local codes. The contractor shall remain abreast of any changes to codes which impact any of the facilities covered under this contract, and shall notify in writing the Facilities, Infrastructure and Security Operations Director (FISO) when modifications are required to maintain code compliance.

2.1. **Contractor Key Personnel.** The following positions are considered key personnel for this contract. Key personnel are as follows:

2.2. **Contract Maintenance Manager (CMM).** The contractor shall provide a CMM. The CMM shall be responsible for the performance of the work. The name of this person and an alternate or alternates who have authority to act for the CMMs when absent, shall be designated in writing to the FISO Director. CMMs or alternate shall have full authority to act for the contractor on all matters relating to daily operation of this contract.

2.3. **Contractor Maintenance Manager's (CMM) Duty Hours.** The Contract Maintenance Manager (CMM) or alternate shall be on-site during normal business hours 8:00 A.M. – 5:30 P.M. After normal duty hours, the CMM or alternate shall respond to the CENTER for situations requiring their presence on-site within one hour. The CMM or designated alternate shall be responsible to answer their appropriate/designated mobile phone 24/7/365 when contacted by the FISO Director or designated Staff.

2.4. **Contractor Maintenance Manager's (CMM) Qualifications and Experience.** The Contractor Maintenance Manager shall be technically qualified in the field of Healthcare Facilities Maintenance Management and should have, as a minimum, three (3) years' experience in medical facility operations and maintenance, including the supervision of a diversified work force responsible for operations, maintenance and repair of medical facility systems. The CMM shall also have working experience with NFPA, EPA, TJC, OSHA codes and standards. The CMM and alternate must be able to read, write, speak, and understand English.

- 2.5. **Contractor Maintenance Manager Absence.** The CMM shall notify the FISO Director, of planned or unplanned absences of one workday or more. The CMM shall provide the name of the alternate/acting CMM who shall be performing CMM duties during the absence.
- 2.6. **Contractor Maintenance Manager (CMM) Monthly Reporting.** The CMM shall develop monthly reporting documentation and metrics for the FISO Director that identifies compliance with the minimum 95% completion rates for preventive maintenance (PM) expectations, preliminary/draft monthly reimbursable, areas where the contractor seeks operational improvements/betterments, and other criteria identified by CENTER.
- 2.7. **Contractor Maintenance Manager (CMM) Reachable 24/7/365.** The CMM shall be reachable, by the FISO Director or designated staff, on their company cell phone 24/7/365. Whenever the CMM is contacted regarding an emergency situation, the CMM shall immediately provide guidance to contractor personnel/employees and then contact the FISO Director or designated staff.
- 2.8. **Minimum Staffing.** The contractor shall provide and maintain minimum staffing required accomplishing the contract tasks.
- 2.9. **Contractor Employees.** The contractor shall provide employees that meet the following:
  - 2.9.1. **Background Checks.** The contractor shall ensure that all potential employees have a background check performed by local law enforcement authorities prior to employment under the terms of this task order. The contractor shall not employ any individual whose background indicates an unacceptable threat to life, health and safety of patients, staff, visitors and/or Center property. The contractor shall not employ any person for work on this contract if such person is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the Center and its population.
  - 2.9.2. **Reading and Understanding Operating Instructions.** Operators of any equipment or vehicles shall be able to read and understand the signs, signals, and operating instructions. Where reading, understanding, and discussing safety and environmental warnings are an integral part of a contractor's employee's duties, that employee shall be able to understand, read, write, and speak English.
  - 2.9.3. **Physical Qualifications of Employees.** All contractor employees shall be physically, medically, and emotionally (ready, willing and able) qualified for performing the duties to which they are assigned. The contractor shall consider, at a minimum, employee strength, endurance, agility, coordination, and visual and hearing acuity when making work assignments.
  - 2.9.4. **Contractor Employee Communications.** The contractor shall ensure that all contractor employees maintain open and professional communications with members of the CENTER.
  - 2.9.5. **Contractor Personnel Appearance and Identification.** Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. The contractor shall provide each employee with an identification badge that includes the employee's name, employee's photograph, and name of the contractor. Identification shall be available and visible at the times of employment and shall be worn or attached to the outer garment. Contractor personnel must be free of body odor and wear a clean uniform each day. Fingernails must be kept clean and free of dirt, and hair must be neatly combed. Jewelry must be kept to a minimum. At no time should jewelry be worn that creates a safety/OSHA risk.
  - 2.9.6. **Personnel Qualifications.** Before allowing employees to start work under the terms of this contract, the contractor shall ensure that employees have the required qualifications and, if applicable, have the required current and valid professional certifications and licenses in compliance with federal, state, and local environmental requirements or laws. Personnel operating motor vehicles shall have a valid state driver's license. When requested, the contractor

shall provide the Facilities and Maintenance Manager and the CENTER with information on the qualifications, certifications and licenses for employees and subcontractors. Journeyman skilled tradespersons shall be licensed for their respective trades in accordance with city, county, or state requirements, and shall observe all applicable regulations and laws. Contractor shall ensure all certificates; licenses, permits and bonds are kept current and valid. All license and certifications shall be submitted to the Facilities and Maintenance Manager annually or as requested. Associated expenses shall be borne by the contractor.

- 2.9.7. **Employment Restrictions.** The contractor shall not employ any person who is an employee of the CENTER if employing that person would create a conflict of interest or the appearance of a conflict of interest.

### 3. EMPLOYEE HEALTH REQUIREMENTS.

- 3.1. **Pre-employment Physical Examinations and Immunizations.** The contractor shall be responsible, at contractor expense, for pre-employment physicals and immunizations for contractor personnel, to include immunizations/shots prescribed by the CENTER policies. Pre-employment immunizations and medical examination requirements prescribed by the CENTER shall be provided by the CENTER to the contractor before task order start.

### 4. SECURITY REQUIREMENTS.

Security requirements include, but are not limited to; CENTER badge requirements, contractor badge requirements, and listing of employees. Specific security requirements are as follows:

- 4.1. **Center Identification Badges.** Facility and Fleet Management will issue an identification badge to contractor and subcontract personnel. Badges shall be worn or attached to outer garments above the waist and clearly visible while on Center facilities and grounds.
- 4.2. **Contractor Identification Badges.** The contractor shall provide each employee with an identification badge that includes the employee's name, employee's photograph, and name of the contractor. Identification shall be available at the time of employment and shall be worn or attached to the outer garment above the waist and clearly visible.
- 4.3. **Listing of Employees.** The contractor shall maintain a current listing of employees. The list shall include employee names, position title, and normally assigned shift. This list shall be validated by the contractor and provided to the Facilities and Maintenance Manager at the start of the contract. An updated listing shall be provided within 1 day upon change of employees.

### 5. PHYSICAL SECURITY.

The contractor shall be responsible for safeguarding all Center property provided for Contractor use. At the end of each work period, all facilities, equipment and materials shall be secured. The contractor shall designate a custodian and alternate to receipt for and account for Center furnished facilities and equipment.

- 5.1. The contractor shall establish and implement methods to ensure all keys issued by the CENTER to the contractor for contractor employee use are not lost, misplaced and or used by unauthorized persons. The Center will provide keys for rooms or areas where routine access is required. Keys will not be duplicated.
- 5.2. The contractor shall immediately report to the Facilities and Maintenance Manager any occurrences of lost or unauthorized duplication of keys. In the event keys are lost or duplicated, the contractor may be required, to re-key or replace the affected lock or locks without cost to the Center. In the event a master key is lost or duplicated, the contractor without cost to the Center shall replace all locks and keys for that system. The Center may, however, at its option, direct the replacement of the affected lock(s) or perform re-keying. All rooms or areas required to be locked shall not be left unattended during duty performance and shall be re-locked by contractor personnel after completion of duties. The contractor shall prohibit the use of keys issued by the Center by any persons other than the contractor's employees

or subcontractors.

**6. HOURS OF OPERATION.** The Center facilities are operated as follows:

6.1. The majority of Center facilities operate on an 8:00 A.M. to 5:30 P.M. Monday through Friday duty schedule excluding holidays, with the exception of two (2) long term care facilities and two (2) clinics, and one (1) short-term residential facility that operate on a 24/7 schedule.

**7. WORK RESTRICTIONS.** There may be situations that require the contractor to work other than normal duty hours and during holidays. The contractor shall schedule work activities to minimize impact on the Center. Scheduled maintenance work in the Center that is canceled due to Center mission requirements shall be rescheduled without additional cost to the Center.

**8. EMERGENCY SERVICES.** Temporary and emergency power generation services may be necessary to accomplish certain maintenance, repair, and new service connections. Such temporary and emergency services shall be coordinated with the Facilities and Maintenance Manager and shall be accomplished using methods to avoid service interruptions, where possible, or to minimize system downtime where such interruptions of service are unavoidable. The Facilities and Maintenance shall be notified of the scheduled temporary service conditions at the time of job scheduling and shall be notified of all service interruptions as soon as possible, with notification time not to exceed one hour after contractor identifies emergency situation. For purposes of this contract, an emergency situation is defined as any condition that requires immediate action to eliminate hazards to life or serious injury hazards to personnel, prevent loss or damage to Center property, or restore essential services.

**9. SITE VISITS.** The contractor representative having authority to bind the company, shall be required to visit the site(s) at least quarterly and meet with representatives of the Center as required to discuss and develop mutual understanding relative to work status, safety, quality, and other contractual requirements. The Center reserves the right to schedule meetings to discuss or resolve issues/problems it deems to be critical.

**10. CONSERVATION OF UTILITIES.** The contractor shall ensure that employees practice utilities conservation. The contractor shall operate under conditions that prevent the waste of utilities to include:

10.1. Turning off lights when not in use (unoccupied areas).

10.2. Setting and maintaining mechanical equipment controls for Heating, Ventilation, and Air Conditioning (HVAC) systems in accordance with applicable directives, instructions, manuals, and technical orders.

10.3. Reporting and repairing all types of water/liquid leaks and drips.

10.4. Reporting and repairing rip, torn or missing insulation.

10.5. Turning off water faucets or valves when not in use (for prolonged periods).

10.6. Provide recommendations by mechanicals/craftsmen to reduce utility usage.

**11. FIRE & SECURITY POLICY.** The contractor shall follow local fire prevention and security procedures and regulations.

**12. SAFETY.** The contractor shall comply with Occupational Safety and Health Administration (OSHA) Standards, and Center Safety Standards and Guidelines.

**13. DAMAGE TO CENTER PROPERTY.** The contractor shall have procedures to record and report promptly (to the FISO Director) all available facts relating to each instance of damage to Center property or injury to either CENTER or Contractor personnel. The contractor shall immediately secure and protect any accident scenes or wreckage until released by the accident investigative authority through the FISO Director. The contractor shall cooperate and assist Center personnel in conducting an accident investigation.

- 14. SUPPLY/TOOL STORAGE.** No supplies, tools or equipment repair items shall be stored in the interstitial or crawl spaces located within the Center facilities.
- 15. WARRANTY ENFORCEMENT.** The contractor shall be responsible for tracking and complying with manufacturers' and contract warranties and shall maintain on-site records of equipment bearing warranties. The contractor shall annotate equipment O&M records showing warranted items and warranty expiration dates on all equipment. The contractor shall provide supporting documentation for any warranty claims to the COR. The Center will provide the contractor with all existing warranty documentation at the start of the contract. The contractor shall be held responsible for voiding warranties only if the Center has provided the appropriate warranty information. O&M Requirements during Warranty Periods. During warranty periods, the contractor shall be responsible for the scheduled maintenance on all newly installed RPIE, starting at the Beneficial Occupancy Date (BOD) through to the end of the designated warranty period. Also, during the warranty period, the contractor shall perform "first-look" inspections for all corrective maintenance actions and either conduct corrective action up to the contractor's threshold value or submit a warranty call notification to FISO Director. Contractor response and completion times shall be in accordance with the PWS. If a warranty call notification is initiated by the contractor, the FISO Director will coordinate the warranty response with the appropriate responsible installing contractor.
- 16. COORDINATION WITH OTHER CONTRACTORS.** The Center may award other contracts for additional work, and the contractor shall fully cooperate with such other contractors and Center employees and carefully schedule work under this contract to not conflict with such additional work as may be directed by the FISO Director. The contractor shall not commit or permit any acts that will interfere with the performance of work by any other contractor or by any Center employee without direct authorization from the FISO Director. The FISO Director will resolve all work schedule conflicts between this contract and the additional work contracts awarded to other contractors. The FISO Director will provide written direction to the contractor to reschedule work when required. Any additional work requirements (not within the scope of this contract) that are created as a result of work performance of other contractors shall be brought to the attention of the FISO Director. When work performed by the Center or other contractors is expected to affect the Contractor's performance, the Center shall furnish plans, specifications, etc. for such work to the Contractor that the Contractor may make scheduling allowances. The contractor shall accomplish the locating, coordinating, identifying, securing and energizing of required equipment and systems until the aforementioned is deemed safe and operational by the FISO Director. System shutdowns and restarts must meet Center internal policy. System shutdowns and restarts must be coordinated seventy-two (72) hours in advance.
- 17. PERMITS TO WORK.**
- 17.1. **Work Clearance.** The contractor shall prepare and process a Work Clearance Request through the FISO Director for all excavation type work, such as digging, trenching, etc. that may interfere with the normal flow of traffic or disrupt utilities. Obtaining proper coordination/clearance from the Authority Having Jurisdiction (AHJ) before you Dig is the responsibility of the contractor. The contractor shall have a completed/approved request prior to starting such work.
- 17.2. **Welding/Burn Permit.** The contractor shall obtain approved welding/burn permit from the AHJ and/or CENTER Safety Officer prior to beginning any brazing/welding operations or any other work requiring open flames.
- 17.3. **Permits for Dumping.** Permits for work such as dumping of contractor refuse from maintenance or repair projects shall be obtained by the contractor.
- 18. FIRE WALL PENETRATION PROGRAM.** All contractor personnel working in and around rated wall systems shall ensure all penetrations are sealed and closed off with approved fire rated caulking. All work requiring the sealing or re-sealing of penetrations shall be inspected and approved by the contractor prior to work order completion and FISO Director prior to acceptance of work.
- 19. CONTINUITY OF SERVICES.** To ensure continuity of essential services, the contractor shall be prepared



fully commence on the start date of this contract and should not assume that the CENTER or previous contractor employees will be available to guide, direct, or specifically orient each employee.

**20. CONDITION ASSESSMENT INSPECTION AND REPORTING.** As part of the operations and maintenance responsibilities under this contract, the contractor shall be responsible for recurring condition assessments used to identify and document any significant conditions that could threaten the continued operability of the inspected equipment or present any health or safety issues to contractor or staff, or patients or visitors. The contractor shall establish and maintain policies and procedures to provide for continual and recurring inspections as part of normal operations. Minimum reporting requirements are as follows:

20.1. Note that any health or safety issues that can be considered life-threatening or could result in severe injury shall be brought to the immediate attention of the FISO Director. Items that would be typically replaced, repaired, or adjusted during performance of normal preventive maintenance are not to be considered significant conditions.

20.2. **Annual Condition Assessment.** At intervals of no more than twelve (12) months the contractor shall conduct a recurring Condition Assessment for all building systems included under the FFP portion of this contract. Within 15 calendar days of the completion of field inspections, the contractor shall provide a written report to the FISO Director that lists all equipment inspected and provides a complete description of all significant conditions found during inspection. The report shall, at a minimum, note the building number, equipment number, and brief description of equipment deficiency items.

### **CONTRACTOR-FURNISHED ITEMS AND SERVICES**

**21. GENERAL INFORMATION.** Except those items or services specifically stated in this contract as Center furnished, the contractor shall furnish everything needed to perform this contract according to all its terms.

**22. CONTRACTOR-FURNISHED MATERIALS, EQUIPMENT, PARTS, AND SUPPLIES.** Contractor shall provide all personnel/labor, parts, tools/test equipment, equipment, materials, supplies, lubricants, cleaning compounds, filters, and cleaning equipment required to accomplish the services identified in this PWS. Non-reimbursable supplies and services provided by the Contractor, at Contractor expense, includes all office supplies and services such as copying machine(s), document scanner(s), fax machines, and paper, toner and associated expendable office supplies required to perform this contract. Additionally, internet service and long-distance telephone service expenses shall be borne by the Contractor. All materials, parts, and supplies provided by the contractor shall be of equal or greater quality than the items to be replaced. Replacement items shall be standard products from manufacturers regularly engaged in the production of such materials, parts, and supplies. Materials, parts, and supplies supplied by the contractor shall meet mandatory energy efficiency standards.

22.1. **Replacement Parts and Components.** New or manufacturer reconditioned (comparable to new) parts and components will be provided when accomplishing scheduled and unscheduled maintenance and repair services as described herein. Reconditioned parts that are refurbished and warranted by the manufacturer, or its certified representative, may be utilized, subject to FISO Director approval.

22.2. **Replacement Parts and Components Criteria.** All replacement parts and components to be used in the maintenance and repair of facilities, systems, equipment, and components will be compatible with the existing item, will be of equal or better quality as original item specifications, will conform to the applicable specifications and used according to original design and manufacture intent. Items without technical specifications will be of acceptable industrial grade and quality. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract will equal or exceed the updated quality.

22.2.1. **Replacement Parts Documentation.** All replacement parts, components and materials shall be annotated on all PM and CM work orders. Each item shall be required to annotate the following nine data points: The Item ID equivalent to the contractors tracking number, U/P (Unit of

Purchase) i.e., each box, case, dozen, U/P Quantity (1 each, 12/box, 42/case), short item description, long item description, manufacturer, manufacturer Cat No., source of supply, and vendor item type. Only new replacement parts, components, and materials not already annotated must be provided to the CENTER. All replacement parts, components and materials used/consumed during a maintenance action must have the Item ID and Quantity used annotated on the associated PM or CM documentation.

22.2.2. **Retain Replaced Parts and Components.** Replaced parts with acquisition value of \$1000.00 or greater shall be retained for at least ten (10) days after completion of the job and these parts shall be readily available for inspection by the Facilities and Maintenance Manager upon request. When disputes arise concerning material, parts and components selected for work items already accomplished, the contractor shall, at no cost to the CENTER, remove, replace, and/or rework material, systems, equipment, or components so compliance with the CENTER requirements is satisfied.

22.2.3. **Contractor Responsibility.** Contractor is fully responsible for all maintenance and repair of **equipment with no max dollar amount cap. Should the equipment become unrepairable or** beyond the economical repair, the Contractor will be responsible for replacement of equipment up to three-thousand dollars (\$3,000.00).

22.3. **Parts and Materials for Scheduled Maintenance.** The contractor shall provide all labor, parts, materials, and supplies necessary to perform scheduled maintenance, also known as preventive maintenance (PM), and the cost of labor, parts, materials, and supplies shall be included in the firm, fixed price (FFP) of the contract.

22.3.1. Materials, parts, and supplies will be procured on a competitive basis. If a lack of competition exists, a justification will be provided to the Facilities and Maintenance Manager. Discounts and rebates on items will be credited to the Center. All purchase documents will be made available for review and audit by the Facilities and Maintenance Manager.

22.4. **Contractor-furnished Vehicles.** The contractor shall provide and maintain all vehicles necessary to perform the requirements of this contract. Vehicles will have the company name prominently displayed on both sides of the vehicle and be maintained clean to present a neat, professional appearance.

22.5. **Vehicle Condition.** All vehicles used in the performance of this task order will be in operable condition and meet the local, state, and federal safety requirements. Vehicles found unsafe and unable to function as designed, will be removed from the installation at contractor expense. Vehicular repairs will not be done on Center property except emergency breakdown repairs to allow the vehicle to be safely removed from Center property for repair. The Facilities and Maintenance Manager may inspect vehicles at any time and direct the removal of any unsafe or objectionable vehicle from Center property. Contractor-owned vehicles will be parked in authorized parking spaces. All vehicles will have a state registration (from any state) and will be insured and operated according to all applicable traffic regulations.

## 23. CONTRACTOR-FURNISHED SERVICES.

23.1. **Office Supplies.** The contractor shall provide, at contractor expense, all office supplies and services such as copying machines, fax machines and paper, toner and associated expendable office supplies required to perform this contract.

23.2. **Telephone.** The contractor shall be responsible for obtaining commercial telephone (local and long distance) and internet services for contractor's use.

23.3. **iPad.** The contractor shall be responsible for providing each technician with an iPad to include internet access. The iPad shall be used by the technician for the purposes of, including but not limited to, access the computerized operations & maintenance records, work order system (Manager+ Software), and

capture customers' signature after work order completion.

- 23.4. **Contractor Cleanup.** The contractor shall, at all times, keep work areas including mechanical/equipment rooms clean and free from accumulations of waste material, rubbish, tools, scaffolding, equipment, and materials. Upon completion of the job or when away from the work site, the contractor will leave the work area and premises in a clean, neat, safe, and workmanlike condition. Hazardous and non-hazardous wastes and other job-related waste material will be disposed of according to the local base procedures.
- 23.5. **Contractor-furnished Facilities.** Contractor-provided mobile storage facilities, if permitted by CENTER officials, will meet Center appearance standards. Specifications for and placement of these mobile storage facilities must be reviewed and approved by the Facilities and Maintenance Manager. The contractor shall be responsible for all costs associated with the purchase, leasing, placement, operation, maintenance, repair, and removal of these mobile storage facilities.
- 23.6. **Laboratory Tests and Analysis.** The contractor shall pay all costs associated with permits, tests and analysis. The contractor shall plan, coordinate, and acquire all necessary permitting, tests, and analyses that include, but are not limited to, major equipment oil analyses; water testing and analyses; boiler water analyses; boiler stack emissions; incinerator stack emissions; back-flow prevention testing and certifications; medical gas inspections and certifications; environmental sampling, testing, and monitoring; elevator load testing and certifications; and others required by codes, industry standards, and regulations.

### **SPECIFIC TASKS**

**24 SCOPE OF WORK.** The contractor shall provide all personnel, equipment, tools, vehicles, materials, supervision, and other items and services necessary to perform all operation, maintenance and repair tasks and functions for facilities as defined in this performance work statement (PWS). All work will be performed to the standards in this contract. The contractor's tasks shall include, but are not limited to the following:

#### **24.1 Electrical System Maintenance**

- 24.1.1 Preventive maintenance includes work such as replacing contacts and springs on circuit breakers; checking motors and control Centers on switchgear; and cleaning armatures and replacing bearings on motors for HVAC equipment, fire pumps, and conveyor systems, exhaust fans, etc. Check voltages, batteries and battery chargers on emergency and battery lights and re-lamp as required.
- 24.1.2 Responds to trouble calls. Isolates faults in equipment wiring and circuits and replaces or makes necessary repairs. Repairs tamper switches and resets fire alarms. Locates tripped breakers and recalculates line loads as required. Repairs motors by replacing couplings, belts, reduction gear, shafts, etc., modifying replacements as required to accommodate the appropriate function and working without schematics for old systems when necessary. Replaces/repairs broken light fixtures and illuminated exit signs. Removes and replaces ballasts, transformers, capacitors, sockets, starters, photocells and fuses in lighting systems and controls for the terminals and street-side parking lots, sidewalks, flag poles, etc.
- 24.1.3 The electrical maintenance also includes high voltage substation, clock systems, sidewalk and parking lot lighting, distribution and branch circuit wiring, lights and receptacles, fire alarm systems, manhole sump pump systems, three- and single-phase electrical motors of many uses and sizes, and building emergency generators. In addition to maintenance, the electrical work might include installation of telephone lines, computer cable, and terminations; and does preventative maintenance on electrical systems campus-wide.

#### **24.2 Elevator & Vertical System Maintenance and Inspections**

- 24.2.1 Contractor agrees to designate an elevator mechanic to perform on-site preventive maintenance procedures for elevators/escalator exclusive of emergency callback service, emergency repairs, scheduled repairs or safety tests which should be assigned to separate repair personnel. Inspections performed by city, county, state, or federal government and/or insurance agencies or representatives are included in this PWS.

### **24.3 Automatic Door Access Control Systems**

- 24.3.1 Annual maintenance for maintenance, repair and quarterly PM inspections of all automatic door operator equipment located throughout the buildings.

### **24.4 Emergency Generator**

- 24.4.1 The generators shall be tested weekly, and be physically checked and inspected for engine oil, radiator cooling water, leak, ventilation system, batteries, gauge and automatic transfer switches, fuel tanks, etc., weekly and must be available for operation at all times. After inspecting the generator, any defective or malfunctioning that requires the generator unsafe to operate, the generator must be turned off manually and locked/tagged. This must also be reported immediately to the FISO Director and scheduled for repair and have the problem fixed in a timely manner. It shall be the bidder's responsibility to perform an annual full load test of the entire generator system and the manufacturer's recommendation shall be complied with for repair and for preventive maintenance program. A monthly report shall be submitted to the FISO Director showing date of inspection, deficiency or malfunction, if any, corrective actions taken, and all repair and preventive maintenance performed.

### **24.5 Mechanical & Building Automation System (HVAC)**

- 24.5.1 Preventive and routine maintenance involves wide range of plumbing systems found in the building, including plumbing and fixtures; compressed air; natural gas; distilled deionizer, steam; and condensate lines. It also includes the maintenance and repair of all heating, ventilation, and air conditioning (HVAC) equipment including chilled and hot water systems, cooling towers, centrifugal and steam absorption units, and mechanical refrigeration systems.
- 24.5.2 Air Handler units shall be serviced as follows: (a) annual winter maintenance, once a year, includes: inspect and clean coil, drain pan and drain line, inspect fan wheels, drive sheaves, check belt alignment and tension, check and lubricate bearings, check bearing and motor mounting, check motor operating voltage amperages, check inlet vanes for dampers and adjust as required; (b) quarterly preventative maintenance includes: check belt tension, inspect air filters, lubricate all ball bearings, motor mounting, check and excessive vibration or noise and correct if required; (c) change air filters monthly or as needed.
- 24.5.3 Condenser and Chiller Water Pump (if applicable) shall have both annual and preventative maintenance scheduled to involve the following: annual maintenance includes clean pump strainers, lubricate pump bearings and motor bearings per manufacturer's recommendations, tighten all nuts and bolts, check for leaks, check and tighten motor mount and vibration pads, visually check pump alignment and coupling, check motor operation conditions, inspect electrical connections and contactors. Preventative maintenance will involve six (6) inspections annually to include: lubricate pump, motor bearings per manufacturer's recommendation, check suction and discharge pressures, check packing or mechanical seal and adjust as necessary, and check motor voltage and amperage.

### **24.6 Plumbing System Maintenance**

- 24.6.1 Service will enter the building in a mechanical equipment room and the maintenance of the plumbing system will include the following:

- 24.6.1.1 All plumbing fixtures to be inspected and tested regularly for leakage and such leakage to be corrected.

## 24.7 Facilities Maintenance

24.7.1 Provides building maintenance, operation and environmental monitoring of CENTER facilities.

- 24.7.1.1 **Locksmith.** The locksmith installs and services all of the locks and door hardware in the building.
- 24.7.1.2 **Carpentry.** The carpentry will serve many of the building and remodeling needs of the Center. It builds installs, and repairs ceilings, walls, floors, windows, and doors. The carpenter shall also be responsible for producing and installing signs in the interior and exterior of the building.
- 24.7.1.3 **Painting.** The painter will be responsible for painting the interior and exterior of clinical and administrative buildings and for all touch-up painting as needed.
- 24.7.1.4 **Roof Maintenance**
  - 24.7.1.4.1 All roof areas shall be inspected on a regular basis and such inspection should document any noticeable flaws of the roofing and flashing system.
  - 24.7.1.4.2 Such inspections should be done weekly during the raining season and after each heavy rainfall.
  - 24.7.1.4.3 Inspect, maintain, repair, and/or replace the ground lighting protection mounted on the roof surfaces.
- 24.7.1.5 **Preventative Maintenance.** Preventative maintenance is regularly scheduled repair and maintenance needed to keep building components, such as heating-ventilation air conditioning (HVAC) systems, roofs, plumbing, and electrical systems, operating efficiently and to the extend their useful life. Preventative maintenance includes periodic inspections, lubrication, calibrations, and equipment replacement.
- 24.7.1.6 **Life Safety.** Life safety is responsible for the inspection, testing, maintenance, and repair of building fire alarm systems, fire suppression systems and equipment, fire hydrants, and fire extinguishers, and periodic inspection of the fire alarm. In addition, life safety will be responsible for maintaining documentation verifying successful completion of the annual inspection, testing, and/or maintenance of the following systems per their respective NFPA code:
  - 24.7.1.6.1 Fire Extinguishers (NFPA 10)
  - 24.7.1.6.2 Fire Alarm Systems (NFPA 72)
  - 24.7.1.6.3 Sprinkler Systems (NFPA 25)
  - 24.7.1.6.4 Emergency Lighting
  - 24.7.1.6.5 Exit Lights (60-minutes of illumination)
  - 24.7.1.6.6 Means of Egress Lighting (60-minutes of illumination)
- 24.7.1.7 **Minor Renovations/Construction and enhancement services** will be on a reimbursable basis.

**25 MANAGEMENT AND ADMINISTRATIVE SUPPORT.** The contractor shall provide guidance and coordination for plant operations and maintenance functions to assure effective and economical

operations of all Center activities.

- 25.1 **Attendance at Meetings.** The contractor shall ensure a responsible employee is present at all meetings of activities that involve Center plant operations and maintenance interests or support, and when representation is requested by the Center. Dates and times will be announced as a normal course of business.
- 25.2 **Briefings.** The contractor will brief the FISO Director upon request. Briefings will cover all aspects and functions of Center plant operations.
- 25.3 **Correspondence.** The contractor shall maintain a suspense or correspondence tracking system to ensure timely response to correspondence and reports.
- 26 ENVIRONMENTAL PROTECTION.** The contractor will ensure appropriate coordination in the purchase, use, handling, storage, and disposal of all hazardous materials and wastes. Coordination will be made with the appropriate activity. Contractor shall be knowledgeable of and comply with all applicable Federal, State, and local laws, regulations, and requirements regarding environmental protection. The contractor shall ensure policies and procedures are established that protect the health and safety of employees and the community and minimize/eliminate the risk of environmental pollution.
- 27 HAZARDOUS MATERIALS APPROVAL.** The contractor will maintain a hazardous chemical inventory in accordance with EPA and regulatory requirements. The contractor will submit to the FISO Director an inventory of all hazardous materials intended for use during the course of work, along with Safety Data Sheets (SDS's) for each hazardous material. This submittal will be made to the FISO Director for approval prior to bringing a hazardous material onto CENTER property. All chemicals must have a current SDS on file at the job site.
- 28 HAZARDOUS MATERIALS SPILL PREVENTION AND RESPONSE.** If the contractor spills or releases any substance listed in 40 CFR 302 into the environment, the contractor shall immediately report the incident to the FISO Director or designee. The contractor shall be liable for containment and environmental cleanup of the spill or release of such substance. The contractor is responsible for implementing a Hazard Communication program for all employees in accordance with current OSHA requirements and as indicated on each individual task order.
- 29 TRAINING PROGRAM AND SCHEDULE.** The contractor will develop plans and procedures to ensure employees accomplish training furnished on an initial and recurring basis.
- 30 OPERATING RECORDS AND REPORTS.** The contractor shall prepare and submit to the FISO Director all required operating records and reports as required by operating procedures, accreditation, and other regulatory documents. These reports will be prepared and submitted to the FISO Director monthly to arrive by the tenth day of the month following the reporting period. The contractor will be responsible for creating, maintaining and disposing of only those required records specifically cited in this PWS or required by the provisions of mandatory directives. If requested by the FISO Director, the contractor will provide the original record, or a reproducible copy of any such record, within 10 working days. All records, files, documents, and working papers provided by the Center and/or generated for the Center in the performance of this contract shall become and remain Center property.
- 31 EMERGENCY SERVICES.** The contractor may be required to respond to an emergency situation or perform other work with qualified personnel outside normal duty hours. For purposes of this specification, an emergency situation is any condition that requires immediate action to eliminate hazards to life or serious injury hazards to personnel, prevent loss or damage to Center property, or restore essential services. Emergency or other work required outside of normal duty hours will be treated as an unscheduled maintenance action and will be performed in accordance with the "Unscheduled Maintenance" process described in PWS.

## **32 OPERATION AND MAINTENANCE RECORDS.**

**32.1 Computerized Operations and Maintenance (O&M) Records.** Property condition and O&M records will be computerized by the Center using the Manager + software program. The contractor shall be responsible for supplying / providing all data required to establish and maintain records for new and existing equipment, including updating / recommending to the FISO Director of scheduled maintenance procedures, and/or systems acquired during the term of this contract, including identifying equipment data.

**32.2 Hardcopy O&M Records Maintenance of Equipment Files** (which will be turned back over to the FISO Director at the expiration or termination of contract):

**32.2.1 Technical Documentation Files.** Existing equipment files will be maintained for each piece of equipment and/or system, to include:

32.2.1.1 CENTER-or contractor-furnished O&M manuals

32.2.1.2 Manufacturers' literature

32.2.1.3 Current warranty information

32.2.1.4 Others literature relevant to equipment items

### TE-1.0 List of Facilities

Facility Address	Square Footage
227 West Drexel Avenue – Building B	12,082
227 West Drexel Avenue – Building A	12,431
227 West Drexel Avenue – Building D	13,167
2711 Palo Alto Road	24,072
*2927 Eisenhower Road	3,288
601 North Frio Street – Building #2	15,000
*601 North Frio Street – Building #1	19,727
*601 North Frio Street – Primary Care	5,320
6722 Calm Lake Drive	2,546
*711 East Josephine Street	28,795
*7622 Linkside Street	2,528
8155 Lone Shadow Trail (Converse)	5,502
8165 Lone Shadow Trail (Converse)	1,880
1921 Burnet Street	2400
6812 Bandera Road, Suites #102 & 113	13,033
6812 Bandera Road, Suite #213	2,589
*7137 West Military Drive	4,294
104 Story Lane	5,458
5802 South Presa Street	4,804
1007 Paulsun	9,375
928 West Commerce Street – Paul Elizondo Clinic	45,000
The facilities listed below are leased and will not require preventative maintenance.	
315 North San Saba	9,000
1231 West Martin Street	14,000
2829 Babcock Road (Medical Tower I)	10,000
1954 East Houston Street	11,000
5372 Fredericksburg Road – Building F	12,664
2039 East Houston Street	2,976
5210 Thousand Oaks Drive	1,223
2829 Babcock Road, Suite 217	9,126

\*Denotes 24/7 Hours of Operation



**005 - ASSURANCES**

The Proposer assures the following (signature required):

1. That all addenda and attachments to the RFP as distributed by CENTER have been received.
2. No attempt will be made by the Proposer to induce any person or firm to submit or not to submit a Proposal, unless so described in the RFP document.
3. The Proposer does not discriminate in its services or employment practices on the basis of race, color, religion, sex, sexual orientation, national origin, disability, veteran status, or age.
4. That no employee of CENTER or Department of State Health Services ("DSHS"), and no member of CENTER's Board of Trustees will directly or indirectly receive any pecuniary interest from an award of the proposed contract. If the Proposer is unable to make the affirmation, then the Proposal must disclose any knowledge of such interests.
5. Proposer accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. Proposer accepts CENTER's right to cancel the RFP at any time prior to contract award.
7. Proposer accepts CENTER's right to alter the timetables for procurement as set forth in the RFP.
8. The Proposal submitted by the Proposer has been arrived at independently without consultation, communication, or agreement with another party for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the Proposer has not been knowingly disclosed by the Proposer to any other Proposer prior to the notice of intent to award.
10. No claim will be made to CENTER for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. CENTER has the right to complete background checks and to verify information submitted by a Proposer.
12. The individual signing this document and the contract is authorized to legally bind the Proposer.
13. The address submitted by the Proposer to be used for all notices sent by CENTER is current and correct.
14. All cost and pricing information is reflected in the Proposal documents or attachments.
15. That the Proposer is not currently held in abeyance or barred from the award of a federal or state contract.
16. That the Proposer is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes, Article 2.45.
17. Proposer shall disclose whether any of the directors or personnel of Proposer has either been an employee or a trustee of CENTER within the past two (2) years preceding the date of submission of the Proposal. This requirement applies to all personnel, whether or not identified as key personnel. If such employment has existed, or term of office served as trustee, the Proposer shall state in an attached writing the nature and time of the affiliations as defined.
18. Proposer shall identify in an attached writing any trustee or employee of CENTER who has a financial interest in Proposer or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable. Moreover, Proposer shall state in an attached writing whether any of its directors or personnel knowingly has had a personal relationship with employees or officers of CENTER within the past two (2) years that may interfere with fair competition.
19. No current or former employee or officer of a federal, state, or local governmental agency, and/or the CENTER directly or indirectly aided or attempted to aid in the procurement of Proposer's services.
20. Proposer shall disclose in an attached writing the name of every CENTER key person with whom Proposer is doing business or has done business during the 365 day period immediately prior to the date on which the Proposal is due; failure to include such a disclosure will be a binding representation by Proposer that the natural person executing the Proposal has no knowledge of any CENTER key persons with whom Proposer is doing business or has done business during the 365 day period prior to the immediate date on which the Proposal is due.
21. Under Section 231.006 of the Texas Family Code, the vendor or Proposer certifies that the individual or business entity named in this Proposal is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate.
22. Proposer has no conflict of interest and meets the standards of conduct requirements pursuant to Texas Administrative Code Section 412.54(c).
23. That all information provided in the Proposal is true and correct.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Signing Authority

\_\_\_\_\_  
Date

## 006 - TERM OF CONTRACT

The anticipated term for a contract awarded in response to this RFP is three (3) years. The Center shall have the option to renew under the same terms and conditions for up to two (2) additional one (1) year extensions. All renewals shall be in writing and signed by President/CEO, or their designee, after approval by the Center's Board of Trustees. The Center may terminate a contract at any time if funds are restricted, withdrawn, not approved or for unsatisfactory service.

## 007 - PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held at the Center for Health Care Services, located at 6800 Park Ten Blvd. Suite 200-S, 2<sup>nd</sup> Floor, San Antonio, Texas 78213 at 11:00AM Central Standard Time (CST), on September 12, 2023.

This meeting place is accessible to disabled persons. The Center for Health Care Services is wheelchair accessible. The accessible entrance is located at 6800 Park Ten Blvd. Suite 200-S. Accessible parking spaces are located at 6800 Park Ten Blvd. Suite 200-S. Respondents that are unable to attend in person may participate by Conference Call. Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Toll Telephone Number: 210-714-4201

Dial-In Toll-Free Telephone Number: 1-800-717-4201

Access Code: 18015 #

Bidders are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings.

Respondents may submit their Questions pertaining to this RFB to Chelsey Turner, Contract Administrator, by email to [CTurner@chcsbc.org](mailto:CTurner@chcsbc.org), please carbon copy [Contracts@chcsbc.org](mailto:Contracts@chcsbc.org), before September 20, 2023 at 12:00 p.m Central Standard Time (CST). Please refrain from contacting the Center's Board of Trustees members during the search process and direct all inquiries to the contact person listed above. Only those written questions received prior to the September 20, 2023, 12:00 p.m. CST deadline will be addressed.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the Center. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the Center shall not be binding on the Center. Respondents are encouraged to resubmit their questions in writing, to the Center Staff person identified in the Restrictions on Communication section, after the conclusion of the Pre-Submittal Conference.

## 008 - PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. Submitted proposals should include information in sufficient detail to address the respondent's ability to perform the services being requested and provide the Center with enough information to properly evaluate proposals.

Respondents must submit a hard copy proposal. Submit one original, signed in ink and five (5) copies of the proposal and one USB containing a copy of the entire proposal in either Microsoft Word or PDF format.

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EXECUTIVE SUMMARY. The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM. Use the Form found in this RFP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFP as Attachment A, Part Two.

PROPOSED PLAN. Use the Form found in this RFP as Attachment A, Part Three.

PRICING SCHEDULE. Use the Pricing Schedule that is found in this RFP as Attachment B.

PROOF OF INSURABILITY. Respondent shall submit a copy of their current insurance certificate.

SIGNATURE PAGE. Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment C. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFP as Attachment D.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

The Contractor shall, at its own expense, conduct criminal background checks on all personnel and subcontractors assigned to provide services on CENTER property. The background checks must satisfy the requirements of the CENTER's licensing and regulatory agencies. Proof that such checks have been conducted will be provided by the Contractor to the CENTER upon request.

The Proposer must indicate whether or not it will be subcontracting portion(s) of services contained in this RFP's Scope of Services. If so, indicate the name of the subcontractor and the portion of the work, which will be subcontracted. Provide the subcontractor's qualifications that meet the requirements of the Scope of Services. The CENTER reserves the right to refuse the selection of any subcontractor(s) by Contractor for reasonable cause.

Invoices shall be issued on a time and material basis for services rendered. The CENTER will pay invoices within 30 days of receipt (commercial credit) only after services have been performed. The Contractor shall invoice each facility separately with individual invoices to include credits (if any) in the same invoice. The CENTER is a tax exempt entity.

### **009 - SUBMISSION OF PROPOSAL**

Please complete all questions in the order that they are presented in this Request for Proposal ("RFP"). Include all questions and question numbers in your responses. Any additional comments or information may be provided at the end of your answers to all proposal questions. If a question does not apply to the Proposer, simply and clearly document "N/A". Scoring and evaluation is based on completed questions. Unanswered questions will be considered omissions. The CENTER reserves the right to review only completed Proposals. The Center reserves the right to hold subsequent face to face or telephone interviews for clarification and/or negotiation purposes. Interviews will not be solicited for the purpose of completing incomplete Proposals. Multiple omissions and/or incomplete responses may result in disqualification.

#### **Instructions for Submitting Proposals**

Respondent shall submit one (1) original, signed in ink, five (5) hard copies and one (1) USB drive which contains the Proposal in either Microsoft Word or PDF format in a sealed package clearly marked with the project name, "**Facilities Maintenance Services, RFP 2023-016**" on the front of the package by no later than 12:00 P.M. Central Standard Time (CST), on October 11, 2023. Responses may be delivered by regular mail, special carrier, or hand delivery to the Center's administrative offices at 6800 Park Ten Blvd. Suite 200-S, San Antonio, Texas, 78213. **Untimely proposals will be rejected and/or returned unopened. Proposals may be withdrawn at any time prior to actual contract award.** Submission of bids by telephone, facsimile transmission or e-mail will not be accepted. The Center reserves the right to reject any and all proposals, to waive technicalities, and to accept any advantages deemed beneficial to the Center and its consumers. It is the Center's intent to evaluate proposals, and/or services in order to achieve the best value for Center employees and operations. Interviews or site visits may be conducted to further evaluate competitive proposals, and to select one or more proposals as finalists for consideration for award of a contract. Each firm which submits a complete proposal but is not awarded a contract will be notified in writing that the proposal is no longer being considered. Any information contained in the proposal that is deemed to be proprietary in nature must clearly be so designated in the proposal. Such information may be subject to disclosure under the Public Information Act on opinions from the Texas Attorney General's office.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the due date for submission of proposals and submitted in the same manner as original proposal. For hard copy proposals, provide a cover letter with the proposal, indicating it is a modified proposal and that the Original proposal is being withdrawn.

Correct Legal Name.

Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Senior Director of Contracting & Procurement shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one hundred and twenty (120) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. The entire response to this Request for Proposal shall be subject to disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code. If the applicant believes information contained therein is legally excepted from disclosure under the Texas Public Information Act, the applicant should conspicuously (via bolding, highlighting and/or enlarged font) mark those portions of its response as confidential or proprietary and submit such information under seal. Such information may still be subject to disclosure under the Public Information Act depending on determinations of the Texas the Attorney General's office.

Cost of Proposal. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

**010 - RESTRICTIONS ON COMMUNICATION**

Respondents are prohibited from communicating with: 1) Center Board of Trustees regarding the RFP or proposals from the time the RFP has been released until the contract is posted as an agenda item; and 2) Center employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with Center employees include:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 12:00 PM, Central Standard Time, September 20, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Chelsey Turner**  
**Contract Administrator**  
**Center for Health Care Services**  
[CTurner@chcsbc.org](mailto:CTurner@chcsbc.org) (Carbon Copy Contracts@chcsbc.org)

Questions submitted and the Center's responses will be posted with this solicitation to the Center's website.

Center reserves the right to contact any Respondent to negotiate if such is deemed desirable by Center. Such negotiations, initiated by Center staff persons, shall not be considered a violation by Respondent of this section.

**011 - EVALUATION OF CRITERIA**

The Center will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The Center may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The

Center may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The Center reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Center for Health Care Services Center's Board of Trustees. It should be understood that while the total score is a significant factor, the CENTER reserves the right to consider other factors in making a final selection.

Evaluation criteria:

Experience, Background, Qualifications (30 points)

Proposed Plan (40 points)

Price Schedule (25 points)

Certified Small Business Enterprise, Minority/Women Owned Business Enterprise, Historically Underutilized Business or Veteran Owned Business Enterprise (1 point each; up to 5 points)

### **012 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS**

The Center reserves the right to award one, more than one or no contract(s) in response to this RFP.

The Contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to Center, as determined by the selection committee, upon approval of the Center's Board of Trustees.

The Center may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of Center. However, final selection of a Respondent is subject to Center's Board of Trustees approval.

The Center reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. Center also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

The Center reserves the right to reject, for any reason and at its sole discretion, in total or in part, any and/or all proposals, regardless of comparability of price, terms or any other matter, to waive any formalities, and to negotiate on the basis of the proposals received for the most favorable terms and best service for the Center. If a firm is selected, the firm will be required to execute a contract. If Center funding is materially decreased during the contract term, the contract may be amended and/or terminated.

No work shall commence until Center signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on Center until approved by the Center's General Counsel. In the event the parties cannot negotiate and execute a contract within the time specified, Center reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit Center to enter into a Contract, award any services related to this RFP, nor does it obligate Center to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

The successful Respondent must be able to formally invoice the Center for services rendered.

Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that Center shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

### 013 - SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFP:

RFP Release Date:	September 7, 2023
Pre-Submittal Conference	11:00 A.M. CST on September 12, 2023
Site-Visit Walkthroughs	8:00 A.M. CST on September 18 & 19, 2023
Final Questions Accepted:	12:00 P.M CST on September 20, 2023
Proposal Due:	12:00 P.M. CST on October 11, 2023

### 014 - INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

#### INSURANCE

Prior to the commencement of any work under this Agreement, Respondent shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the Center’s Contract & Procurement Division, which shall be clearly labeled “**Facilities Maintenance Services**” in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The Center will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must have the agent’s signature and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the Center. The Center shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the Center’s Contract & Procurement Department. No officer or employee, other than the Center’s Senior Director of Contracting & Procurement, shall have authority to waive this requirement.

The Center reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverage and their limits when deemed necessary and prudent by Center’s Senior Director of Contracting & Procurement based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will Center allow modification whereby Center may incur increased risk.

A Respondent’s financial integrity is of interest to the Center ; therefore, subject to Respondent’s right to maintain reasonable deductibles in such amounts as are approved by the Center , Respondent shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Respondent’s sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

TYPE	AMOUNTS
1. Workers' Compensation 2. Employers' Liability	Statutory Limits \$500,000/\$500,000/\$500,000
3. Broad form Commercial General Liability Insurance to include coverage for the following: a. Premises operations b. Independent Contractors c. Products/completed operations d. Personal Injury e. Contractual Liability f. Damage to property rented by you	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage  f. \$100,000
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence

Respondent agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same insurance coverage required of Respondent herein and provide a certificate of insurance and endorsement that names the Respondent and the Center of Health Care Services as additional insured. Respondent shall provide the CENTER with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by Center's Senior Director of Contracting & Procurement, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by Center's Senior Director of Contracting & Procurement, which shall become a part of the contract for all purposes.

As they apply to the limits required by the Center, the Center shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all endorsements thereto and may require the deletion, revision, or modification of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Respondent shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to Center at the address provided below within 10 days of the requested change. Respondent shall pay any costs incurred resulting from said changes.

Center for Health Care Services  
Attn: Contracting & Procurement Division  
6800 Park Ten Blvd.  
Suite 200-S  
San Antonio, Texas 78213

Respondent agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the Center, its Board of Trustees, employees, and volunteers as additional insured by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the Center, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the Center for Health Care Services where the Center is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability, and automobile liability policies will provide a waiver of subrogation in favor of the Center.
- Provide advance written notice directly to Center of any suspension, cancellation, non-renewal, or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement Certificate of Insurance and applicable endorsements to Center. Center shall have the option to suspend Respondent's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

In addition to any other remedies the Center may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the Center shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this Agreement.

It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the Center for Health Care Services for liability arising out of operations under this Agreement.

It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the Center shall be limited to insurance coverage provided.

Respondent and any Subcontractors are responsible for all damage to their own equipment and/or property.

## **INDEMNIFICATION REQUIREMENTS**

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below.

### **INDEMNIFICATION**

**RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CENTER and the employees, officers, trustees, volunteers and representatives of the CENTER , individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CENTER directly or indirectly arising out of, resulting from or related to RESPONDENT' activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, trustees, representative, employee, respondent or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CENTER, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CENTER ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CENTER UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.**

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CENTER in writing within 24 hours of any claim or demand against the CENTER or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT' activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CENTER shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.



**015 - RFP ATTACHMENTS**

**RFP ATTACHMENT A, PART ONE**

**GENERAL INFORMATION FORM**

**1. Respondent Information:** Provide the following information regarding the Respondent. Please tell us about your Business. If your Business is affiliated with a large firm that includes multiple teams around the country, please tell us about your local team/operation.

Respondent Name: \_\_\_\_\_  
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Doing Business As: (other business name, if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Year established: \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_  
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: \_\_\_\_\_

Is Business a certified HUB, SBE, M/WBE, or VBE?  Yes  NO  
If yes, please attach all applicable current certifications.

**Business Structure:** Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: \_\_\_\_\_  
 Partnership  
 Corporation If checked, check one:  For-Profit  Nonprofit  
Also, check one:  Domestic  Foreign  
 Other If checked, list business structure: \_\_\_\_\_

List the name and business address of each person or legal entity, which has a 10% or more ownership or control interest in the Business (attach additional pages as necessary).

\_\_\_\_\_  
\_\_\_\_\_

Printed Name of Contract Signatory: \_\_\_\_\_

Job Title: \_\_\_\_\_

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide address of office from which this project would be managed:  
Center: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Annual Gross Revenue: \_\_\_ \$100 K or less \_\_\_ \$101K-\$500K \_\_\_\$501K-900K \_\_\_\$901K-\$2.5M \_\_\_\$2.5 M or more

Total Number of Employees: \_\_\_\_\_

Total Number of Current Clients/Customers: \_\_\_\_\_

**2. Contact Information:** List the one person who the Center may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

**3.** Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes \_\_\_ No \_\_\_

List the name and business address of each person or legal entity, which has a 10% or more ownership or control interest in the Business (attach additional pages as necessary).

\_\_\_\_\_  
\_\_\_\_\_

**4.** Is Respondent authorized and/or licensed to do business in Texas?

Yes \_\_\_ No \_\_\_ If "Yes", list authorizations/licenses.

\_\_\_\_\_  
\_\_\_\_\_

**5.** Where is the Respondent's corporate headquarters located? \_\_\_\_\_

**6. Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes \_\_\_ No \_\_\_ If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its San Antonio office?

Years \_\_\_\_\_ Months \_\_\_\_\_

b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes \_\_\_ No \_\_\_ If "Yes", respond to c and d below:

c. How long has the Respondent conducted business from its Bexar County office?

Years \_\_\_\_\_ Months \_\_\_\_\_

d. State the number of full-time employees at the Bexar County office. \_\_\_\_\_

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes \_\_\_ No \_\_\_ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

\_\_\_\_\_  
\_\_\_\_\_

Are there any proceedings relating to the Business' responsibility, debarment, suspension, voluntary exclusion or qualification to receive a public contract? \_\_\_ Yes \_\_\_ No

If "Yes", state the name of the individual, organization contracted with and reason for proceedings.

\_\_\_\_\_  
\_\_\_\_\_

8. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

\_\_\_\_\_  
\_\_\_\_\_

9. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes \_\_\_ No \_\_\_ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

\_\_\_\_\_  
\_\_\_\_\_

10. **Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

\_\_\_\_\_  
\_\_\_\_\_

11. **Previous Contracts:**

a. Has the Respondent ever failed to complete any contract awarded?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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d. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete the work on time or for any other reason? \_\_\_ Yes \_\_\_ No

**12. Background Checks:**

Has the Respondent has completed criminal history background checks on all current employees? Yes or No (circle one)

## REFERENCES

Provide three (3) references that Respondent has provided services related to the RFP Scope of Services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

### Reference No. 1:

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### Reference No. 2:

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

### Reference No. 3:

Firm/Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Date and Type of Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

## **RFP ATTACHMENT A, PART TWO**

### **EXPERIENCE, BACKGROUND, QUALIFICATIONS**

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Background of Respondent and support personnel, including professional qualifications and length of time working in Respondent's capacity. Include résumés.
2. Relevant experience of Respondent as it relates to the scope of services contemplated by the RFP.
3. Specific experience with public/private entity clients.
4. Other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
5. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience on projects of similar size and scope.
6. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
7. Additional Information. Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.
8. Brochures: Include brochures and other relevant information about Respondent you wish the Center to consider in its selection.

## **RFP ATTACHMENT A, PART THREE**

### **PROPOSED PLAN**

Prepare and submit the following items.

1. Provide a description of your firm's understanding of the project and a detailed scope of services. Discuss your firm's methodologies used and/or approaches taken. Indicate features, skills, and/or services which distinguish your firm and make it the better choice for the Center.
2. Provide detail as to how project will be organized.
3. Provide staffing plan.
4. Provide detail demonstrating respondents understanding and how it plans to manage important task as identified by the Center.
5. Provide address of central operations building where this contract will be managed from.
6. Provide respondent's list of equipment.
7. List the steps taken from start to finish in receiving a service call through to completion of repair and invoicing. Include time frames associated with each step.
8. What technology does your company use to track completion of repairs?
9. Provide the specific number of employees your company has that provide on call or demand service mechanical support.
10. Describe your call center organization.
11. Describe how service call problems get escalated in emergency situations during and after hours. Who would be responsible in your company for assessing the appropriate course of action to remedy the problem?
12. Describe your company's post-installation and warranty support.
13. Describe your company's safety program during service/repair work.
14. Additional Information - Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

**RFP ATTACHMENT B  
PRICE SCHEDULE**

The Cost per Square Foot proposal should include all fees to provide services listed in this RFP.

Contractor understands and agrees that this is a firm fixed price contract for the duration of the contract and that there shall be no allowances or reimbursement for any cost whatsoever except as otherwise explicitly provided in this RFP.

**NOTE:** The CENTER does not pay sales or use tax and such taxes cannot be passed on to the CENTER in any form.

Facility Address	Square Footage	Cost per Square Foot	Monthly Cost
227 West Drexel Avenue – Building B	12,082	\$	\$
227 West Drexel Avenue – Building A	12,431	\$	\$
227 West Drexel Avenue – Building D	13,167	\$	\$
2711 Palo Alto Road	24,072	\$	\$
*2927 Eisenhower Road	3,288	\$	\$
601 North Frio Street – Building #2	15,000	\$	\$
*601 North Frio Street – Building #1	19,727	\$	\$
*601 North Frio Street – Primary Care	5,320	\$	\$
6722 Calm Lake Drive	2,546	\$	\$
*711 East Josephine Street	28,795	\$	\$
*7622 Linkside Street	2,528	\$	\$
8155 Lone Shadow Trail (Converse)	5,502	\$	\$
8165 Lone Shadow Trail (Converse)	1,880	\$	\$
1921 Burnet Street	2400	\$	\$
6812 Bandera Road, Suites #102 & 113	13,033	\$	\$
6812 Bandera Road, Suite #213	2,589	\$	\$
*7137 West Military Drive	4,294	\$	\$
104 Story Lane	5,458	\$	\$
5802 South Presa Street	4,804	\$	\$
1007 Paulsun	9,375	\$	\$
928 West Commerce Street – Paul Elizondo Clinic (24/7 hours of operation)	45,000	\$	\$
Below Facilities DO NOT require PM services. These facilities are leased and will require only minimal corrective maintenance if at all.			
315 North San Saba	9,000	\$	\$
1231 West Martin Street	14,000	\$	\$
2829 Babcock Road (Medical Tower I)	10,000	\$	\$
1954 East Houston Street	11,000	\$	\$
5372 Fredericksburg Road – Building F	12,664	\$	\$
2039 East Houston Street	2,976	\$	\$
5210 Thousand Oaks Drive	1,223	\$	\$
2829 Babcock Road, Suite 217	9,126	\$	\$
Total Cost		\$	\$

**\*Denotes 24/7 Hours of Operation**



**RFP ATTACHMENT C  
SIGNATURE PAGE**

I, individually and on behalf of the business named above, do by my signature below certify that the information provided in this questionnaire is true and correct and I am authorized to bind the Proposer contractually. I understand that if the information provided herein contains any false statements or any misrepresentations: 1) The CENTER will have the grounds to terminate any or all contracts which the CENTER has or may have with the business; 2) The CENTER may disqualify the business named above from consideration for contracts and may remove the business from the CENTER'S bidders list; or/and 3) The CENTER may have grounds for initiating legal action under federal, state, or local law. The signatory below is

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Owner  
(Owner, CEO, President, Majority Stockholder or  
Designated Representative)

\_\_\_\_\_  
Date

**RFP ATTACHMENT D**

**PROPOSAL CHECKLIST**

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Executive Summary	
*Assurances Page	
General Information and References RFP Attachment A, Part One	
Experience, Background & Qualifications RFP Attachment A, Part Two	
Proposed Plan RFP Attachment A, Part Three	
Pricing Schedule RFP Attachment B	
Proof of Insurability - Submit Copy of Current Certificate of Insurance	
*Signature Page RFP Attachment C	
Proposal Checklist RFP Attachment D	
One (1) Original, five (5) copies and one (1) USB with entire proposal in either Microsoft Word or PDF format	

**\*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.**